

**Warren Wilson College**  
Position Description

**POSITION TITLE:** Dean of Students

**DEPARTMENT:** Student Life

**REPORTS TO:** President

**POSITION SUMMARY:**

The Dean of Students is responsible for policy development, administration, supervision of staff, budget development and oversight, and program planning and implementation for the Student Life Division. These responsibilities are carried out within the context of the WWC Triad approach to education (i.e., academics, work, and service), operating within a shared governance process, and with direct and daily interaction with students.

**GENERAL FUNCTION:**

The Dean of Students oversees the Student Life Division and is responsible for the management and direction of the following programs and services: Aquatics, Athletics and Adventure Sports, Counseling Center, Health Center, Outdoor Programs, Residence Life, Sage Café, Spiritual Life, Student Activities, Student Media, and Wellness Program. The Dean is committed to the mission of the college and its students. The Dean is actively involved in improving retention of students and the enhancement of the First-Year Student programs.

**SPECIFIC RESPONSIBILITIES:**

1. Participates with other senior staff in institutional planning, policy development, problem solving, and emergency response.
2. Develops, implements, administers, and evaluates programs, policies, staff, and budgets necessary to accomplish the mission, goals, and objectives of the Division and College.
3. Enhances the educational experience through the development and implementation of policies and programs which promote the personal growth and development of students.
4. Develops a competent, productive, and effective division staff by supervising, directly and through delegation, administrative, professional, and student support personnel.
5. Works closely with the Residence Life Director to develop and facilitate programming and training of Residence Life staff.
6. Develops effective student organizations through the use of an advisement system and through close interaction with the student body and its leaders.
7. Serves as advisor to Student Caucus (student government) and work supervisor for Caucus co-conveners.
8. Implements and enforces policies and college regulations which pertain to campus life and the Student Life Division.
9. Facilitates the student life judicial system.
10. Advises Administrative Council, faculty, staff, parents, Board of Trustees, Alumni Board and Church Relations Council on issues relating to student life and the Division's activities.
11. Provides leadership for the planning and implementation of Orientation and coordinates other events (e.g., Family Weekend).
12. Maintains "open door policy" to respond to student concerns. Facilitates referrals to appropriate staff and offices.
13. Keeps informed on trends in higher education and legal issues that relate to student life. Participates in relevant professional associations and conferences.
14. Participates fully in campus shared governance structure. Serves on committees and task forces.
15. Chairs the Diversity Task Force.

**WORKING CONDITIONS:**

1. Office environment.
2. Campus housing is available and highly preferable.

**QUALIFICATIONS:**

1. Master's degree in student personnel or related area.
2. Significant experience in student development administration.
3. Ability to establish priorities; to develop, plan and implement short- and long-term goals; and to evaluate staff and programs.
4. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies.